ES&S AutoMARK™

Operations Guide

Introduction to the Operation of the AutoMARK VAT

The AutoMARK^{TM} Voter Assist Terminal (VAT) is used to mark the ballot selections of voters who are visually impaired, have a disability, or who are more comfortable using an alternative language.

Ballot choices and instructions are displayed in large text print on the touch screen monitor, as well as read by the audio system in the language choice selected by the voter. Voters enter their selections by touching buttons on the screen, pressing keys on the keypad, or using an ADA device.

The AutoMARK VAT marks your ballot with your selections and returns them to you. You can then submit your marked ballot in the normal manner for tabulation. This guide contains all the information needed to use the Automark Voter Assist Terminal (VAT).

Features of the AutoMARK VAT

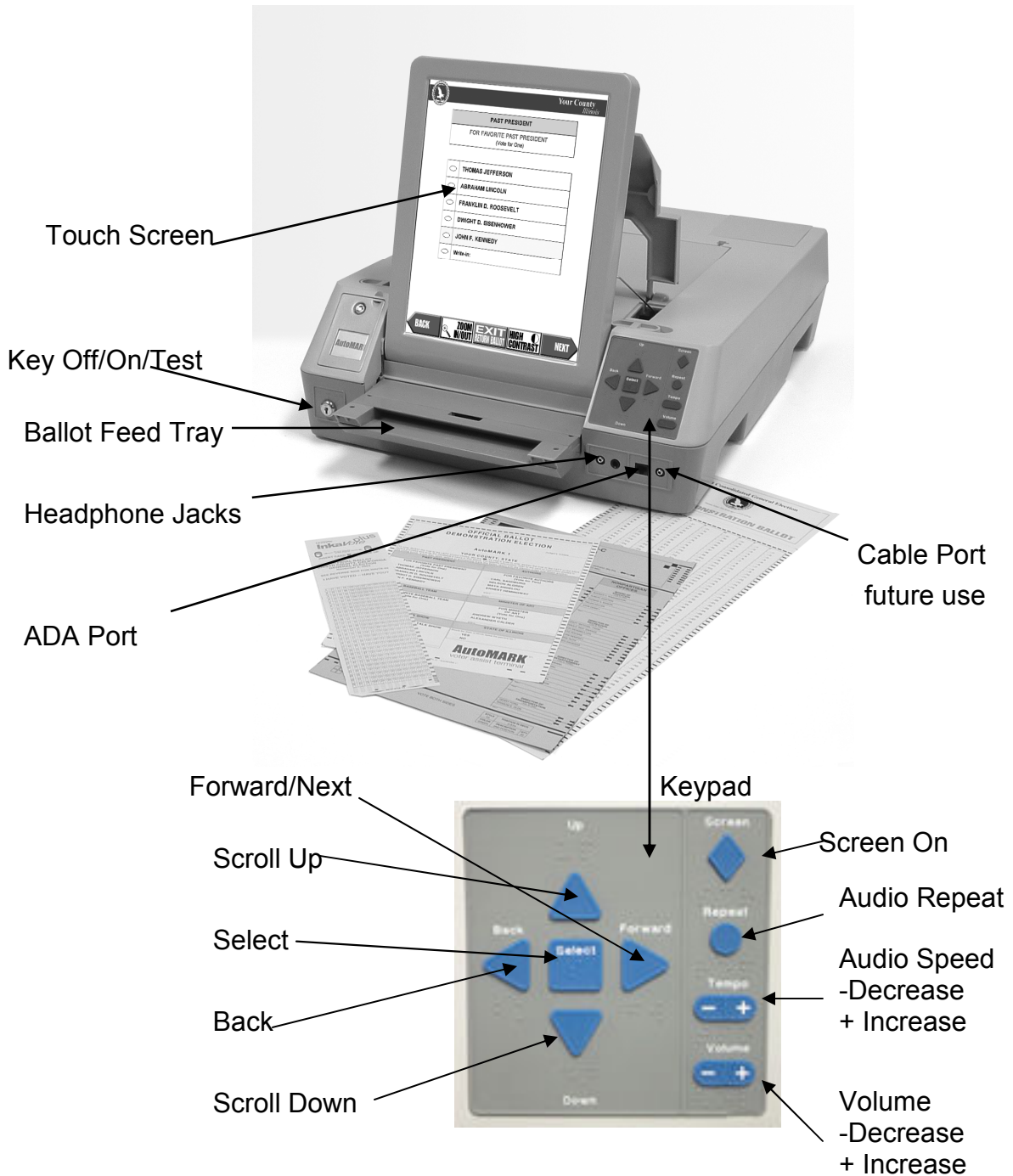A voter can use the Automark to mark a ballot by using:

- The touch screen
- The Braille keypad
- An ADA device (such as puff-sip or foot pedal)

The AutoMARK VAT has the capability to display your ballot in alternate languages. Language choices are determined by your jurisdiction. If you are not able to view the language selection screen, your jurisdiction has chosen to provide English as the only language. The audio matches the language selected.

The AutoMARK VAT has several privacy features. Audio volume can be increased or decreased as desired, and the screen can be turned on and off for privacy. If you want to use the audio system to listen to ballot choices and instructions, you will use the audio keys on the keypad (shown on the following page) to control audio sound.

The AutoMARK VAT also has a **ZOOM MODE** feature that enlarges the text on the screen, and a **High Contrast** mode that gives contrast to the screen resolution, for those who are visually impaired.

The AutoMARK VAT consists of the labeled components shown in the picture below.

Touch Screen

Key Off/On/Test

Ballot Feed Tray

Headphone Jacks

ADA Port

Cable Port
future use

Forward/Next

Scroll Up

Select

Back

Scroll Down

Keypad

Screen On

Audio Repeat

Audio Speed
-Decrease
+ Increase

Volume
-Decrease
+ Increase

Using the AutoMARK VAT Keys and Buttons

The AutoMARK VAT is designed so that you can use either the keys on the keypad, an ADA device, or touch displayed text and buttons on the screen to enter your selections.

When you press the keys on the keypad or touch text or buttons on the screen, you are actually sending operating instructions (commands) to the computer. (For example, pressing the **Screen Off/On** key on the keypad tells the computer to turn the touch screen monitor off or on.)

Touch screen buttons in the picture below are displayed at the bottom of a screen.

Note

The buttons illustrated below do not appear on every screen.

Sample of Touch Screen Buttons

Touching the **BACK** button displays the previous screen.

Touching the **ZOOM IN/OUT** button on any screen increases and decreases the size of the text displayed.

Touching the **EXIT RETURN BALLOT** button displays the **EXIT** screen.

Touching the **HIGH CONTRAST** button on any screen lightens or darkens the screen contrast.

Touching the **NEXT** button enters your selection and displays the next screen.

If you want to listen to choices and instructions in the language of your choice and use the keys on the keypad to enter your selections, plug in your headphones, or use the headphones provided.

Note

Audio includes keypad instructions. Therefore, no further audio and keypad information is included in this guide.

Using the AutoMARK VAT with an ADA Device

The AutoMARK VAT is designed to work with ADA devices such as:

- Puff-sip
- Foot Pedal

The AutoMARK VAT allows a Voter with an ADA device to perform all of the selections available on the keypad or touch screen. When using an ADA device the system responds to a *yes* or *no* action. The AutoMARK VAT allows you to complete a ballot entirely with the aid of an ADA device.

Instructions to be read to a voter using an ADA device:

When a screen is displayed, you may select **NO** to bypass that screen or **YES** to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting **NO** will move on to the next selectable item on the screen. Selecting **YES** will provide the same results as if you had clicked on that item.

When on a candidate or question choice **YES** will select or deselect that candidate.

When on a **MORE** scroll bar, **YES** will cause the screen to scroll up or down as indicated.

When on a screen button, **YES** will invoke that action. For example, entering **YES** when **ZOOM** is highlighted will cause the screen to ZOOM. Entering **YES** again, will return the screen to non-zoomed mode.

Pressing **NO** at any time will move to the next highlighted item.

As you enter **NO** repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

When you are done making selections on any given screen, enter **NO** repeatedly until the yellow highlight is on the **NEXT** button and then enter **YES** to move to the next screen.

If you encounter a problem operating the AutoMARK Voter Assist Terminal, please ask an election official for assistance.

Marking the Ballot

The following section tells you how to mark a ballot using the touch screen, if your ballot is currently unmarked and in a readable format. You can also use the Braille keypad in place of the touch screen to make your selections. The *Please Insert Your Ballot* screen (see picture below) should be displayed on the touch screen monitor. If not, ask an election official for assistance.
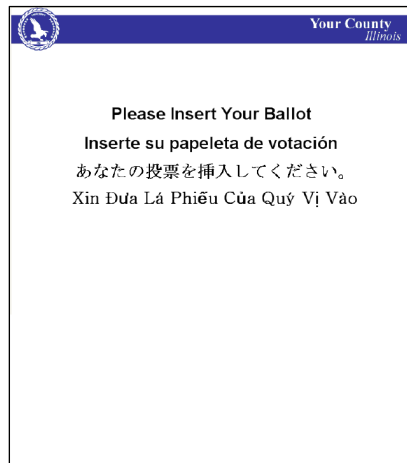
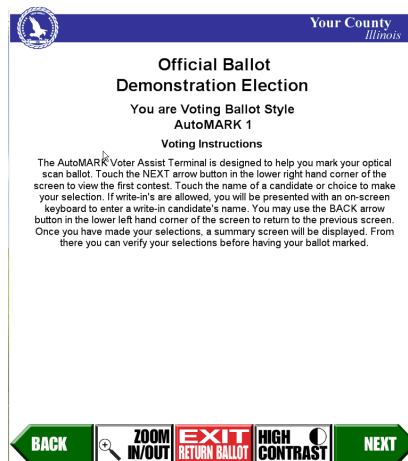*"Please Insert your Ballot" Screen*

Follow the steps below to mark your ballot.

Insert your ballot. Insert an unmarked ballot. The AutoMARK VAT feeds your ballot into the system and scans the ballot. Note that scanning may take 30 seconds or so and the VAT will be silent during that process.

Note

If you are using a ballot with a removable "stub", remove the stub before
inserting the ballot.

The voting instructions screen will appear first.

Voting Instructions Screen

Read the voting instructions displayed.

Touch the NEXT button. The *Contest* screen is displayed. (See the picture
below.)

Contest Screen

The AutoMARK VAT displays the names of candidates or choices for the first contest listed on your ballot on the *Contest* screen.

Touch the name of the candidate or choice to indicate your selection.

The oval displayed next to your choice fills in, indicating your voting selection.

If one of the choices includes a Write-In and it is selected, a *Write-In Pop-Up* screen is displayed. Type in the name of your write-in and press ok.

Touch the NEXT button to enter you selection.

Continue voting until you have completed all contests in this election.

Since AutoMARK VAT displays one *Contest* screen for each contest listed on your ballot, several contest screens will be displayed until you have entered all your selections.

The AutoMARK VAT also displays various *pop-up* screens to assist you through this process. For example, if you touch the NEXT button <u>before</u> you make a selection, the *Under-Vote Pop-Up* screen may be displayed. However, if you make more selections than allowed, the *Over-Vote Pop-Up* screen will be displayed.

If there are more candidates in a contest than can be displayed at one time on the screen, you may be forced to view all of them before proceeding to the next contest. (If you touch the NEXT button before you have seen all of the candidates, the ALERT MORE Pop-Up screen may be displayed.) If the screen is off, you may be forced to listen to all of the candidate selections before proceeding to the next contest.

When all selections have been entered, Automark displays a summary of your selections on the *Summary* Screen. (See below)

Summary Screen

Scroll through the list and review your selections.

If you wish to change a selection:

    a.   Touch the *Contest* text box on the *Summary* screen.

    b.   Touch the original selection to deselect that candidate's name or choice.

    c.   Touch your new choice and the NEXT button to return to the *Summary* screen.

When you are satisfied with all of your selections, touch the NEXT button. The AutoMARK VAT displays the *Mark Ballot* screen.
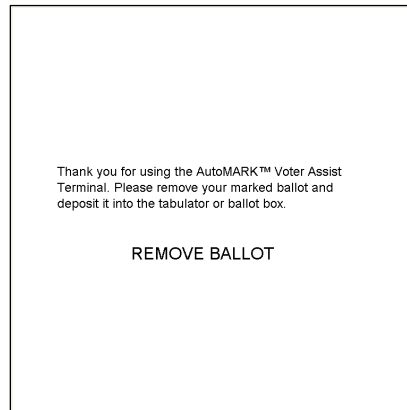

Mark Ballot Screen

Touch the Mark Ballot button. The AutoMARK VAT displays the *Print Ballot* screen with a printing progress circle. The circle fills with color to indicate the time remaining to complete the printing process. (See below)

Print Ballot Screen

When printing is complete, the AutoMARK VAT displays the *Remove Ballot* screen shown on the following page, and ejects your marked ballot into the Automark paper tray.


Thank you for using the AutoMARK™ Voter Assist Terminal. Please remove your marked ballot and deposit it into the tabulator or ballot box.

REMOVE BALLOT

Remove Ballot Screen

Remove your marked ballot from the AutoMARK VAT paper tray and submit your marked ballot in the normal manner for tabulation.
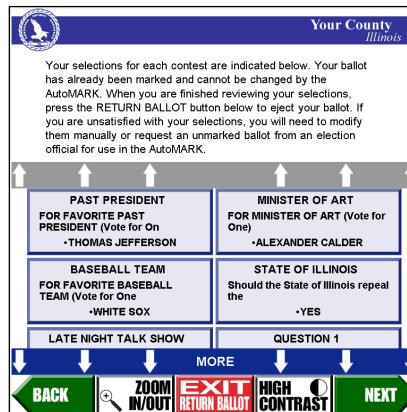
Verifying a Marked Ballot

The following section tells you how to use the AutoMARK VAT to verify your ballot if it is already marked and in a readable format.

1. **Insert your marked Ballot.** The AutoMARK VAT displays the *Verification Instructions* screen shown below.
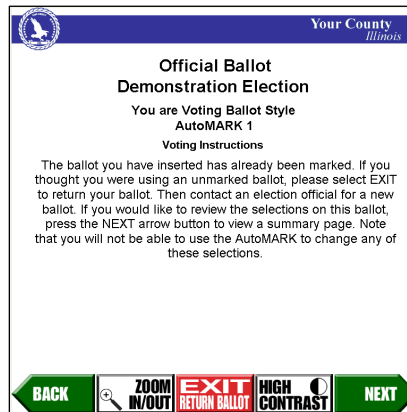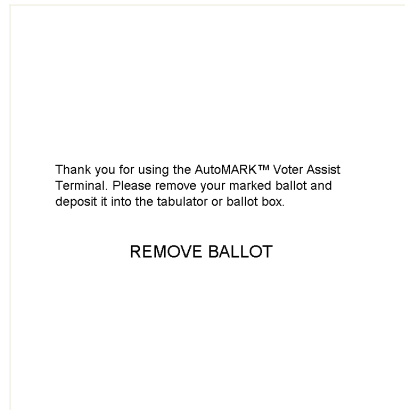

Verification Instructions Screen

2. **Touch the NEXT button.** The AutoMARK VAT displays the *Verification Summary* screen that lists your selections for each contest. (See below)

Verification Summary Screen

3. **Review the selections that are marked on your ballot.**

4. **Touch the EXIT button when you are finished verifying your marked ballot selections.** The *Remove Ballot* screen is shown below. The AutoMARK VAT ejects your ballot into the paper tray.

Thank you for using the AutoMARK™ Voter Assist Terminal. Please remove your marked ballot and deposit it into the tabulator or ballot box.

REMOVE BALLOT

Remove Ballot Screen

5. **Remove your marked ballot from the paper tray and submit your marked ballot in the normal manner for tabulation.**

Note

When verifying a marked ballot, the AutoMARK VAT cannot make any changes to your ballot. If you are not satisfied with your marked selections, contact an election official and request a new ballot.